



Employment and Training Counselor

[Employment and Training Division](#)

Job Announcement Code: 15-04098

[Printable Job Announcement](#)

Deadline

Open

Salary Information

Starting salary is between \$19.19 and \$26.00 per hour, plus benefits. This classification is in pay range/schedule 12-63. Pay upon transfer, demotion or reinstatement is based on the compensation rules applicable to the transaction. A six-month probationary period is required.

Introduction

Please note: this announcement contains changes to the licensure requirements for the Employment and Training Counselor positions. These changes became effective November 15, 2015.

The register created from this recruitment will be used to fill vacancies that may occur in each of the following cities: Kenosha, Milwaukee, Pewaukee, Menasha, Wausau, Superior, La Crosse, Madison, Janesville, Green Bay or Eau Claire.

We are looking for hard working individuals who have licensure as a Professional Counselor from the Department of Safety and Professional Services (DSPS), or licensure as a School Counselor by the Department of Public Instruction. The ideal candidate enjoys working in a team environment and is dedicated to meeting the needs and concerns of job seekers who seek to achieve economic self-sufficiency by making sound employment decisions and maximizing their potential in the workforce.

Job Duties

Under general supervision, provide professional group and individualized employment and workplace counseling services to Job Service customers, including employers, and specific program enrollees to address complex barriers to employment associated with vocational choice, change and adjustment. Ensure that appropriate employment services are provided by assessing, evaluating, counseling, and guiding job seekers to attain employment and achieve an employment outcome. Work with staff in the Office of Skills Development in support of the Wisconsin Fast Forward (WFF) program. Partner with the local Workforce Development Boards to provide rapid response assistance in response to plant closings and mass layoff events. Instruct job seekers on the use of the Labor Market Information system to identify potential areas of employment. Work is performed in collaboration with other Job Service staff or programs in a team environment, allowing for immediate response to job seeker employment needs

or concerns and requiring all staff to work together toward the Division's common goals and to achieve its mission.

Regular travel will be expected as part of this position. As part of the Job Service District outreach plan, it is expected that staff will provide services via a regional network of locations (including Job Centers and other locations such as high schools, technical college campuses, and community based organizations). The vast majority of this travel will be regional and not require an overnight, though occasional travel may be statewide and require an overnight.

Special Notes

Candidates must possess at minimum a Master's degree in professional counseling or related field and licensure as a Professional Counselor as outlined by the Department of Safety and Professional Services (DSPS), or licensure as a School Counselor by the Department of Public Instruction. *A Professional Counselor in Training license is not sufficient to meet the qualifications of these positions.*

In accordance with Chapter 457, Wis. Stats., "Professional Counseling" is defined as applying a combination of human development, rehabilitation and either psychosocial or psychotherapeutic principles, procedures or services that integrate a wellness, pathology and multicultural model of human behavior in order to assist an individual, couple, family, group of individuals, organization, institution or community to achieve mental, emotional, physical, social, moral, educational, spiritual, vocational or career development and adjustment through the life span of the individual, couple, family, group of individuals, organization, institution or community.

For information regarding how to obtain the Professional Counselor license, please visit the DSPS at <http://dsps.wi.gov/Default.aspx?Page=327ccb79-1373-4ce9-8a68-bfdd52ea3566>, or call (877) 617-1565, or e-mail dsps@wisconsin.gov.

For information regarding how to obtain the School Counselor license from DPI, please visit <http://sspw.dpi.wi.gov/sites/default/files/imce/sspw/pdf/counslicenseqa.pdf>

Required Knowledge, Skills and Abilities

Knowledge of effective job search methods; the principles of group dynamics; interviewing techniques to obtain specific information; negotiation and problem solving techniques; methods to deal with difficult persons and situations calmly and with tact; positive reinforcement and motivational techniques to address client behaviors that adversely affect job prospects; sources and uses of labor market information; career exploration/assessment tools, techniques and methods; record keeping and management techniques; and computer uses and applications in an office environment. Skill in time management; customer service; organization; using computer software, including word processing and presentation software, such as PowerPoint; and oral and written communication, including public speaking and presentation. Ability to resolve conflicts constructively; and develop and maintain effective working relationships with persons from varying backgrounds.

How to Apply

You are required to apply and take an examination online. The exam is available at WiscJobs. Before you begin the on-line exam process, please use the "Preview Exam" feature to determine if you are interested in and qualified for this position.

Please combine your letter of interest and resume as one document and upload that as the resume. Complete the exam. Remember to "Save and Finalize" once you have completed the exam. Materials will be reviewed and the names of those persons meeting the requirements will be placed on the hiring list.

Questions regarding the position may be directed to Christine Goslawski at (608) 266-8332 or CMGJobs@dwd.wi.gov.

DWD is an equal opportunity employer. Women, persons with disabilities and persons from racial or ethnic minority groups are encouraged to apply.